

OFFICE OF JOINT COMPUTER SUPPORT

25X1A

PERSONNEL

INSTRUCTION [REDACTED]
2 September 1975OJCS PROMOTION POLICY AND PROCEDURES

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RESCISSION: OJCS Notice [REDACTED] dated 8 August 1975

1. Purpose

This Instruction defines the policies and procedures for the promotion of OJCS Career Sub-Group (MZ) personnel in grades GS-15 and below, including those assigned to other Agency components for a tour of duty.

2. Background

[REDACTED] provides policy guidelines for promotion of Agency employees. Nothing contained herein conflicts with the letter or spirit of [REDACTED]

3. Policya. Headroom

Normally, recommendations for promotion are submitted only when a position at the requested grade or higher is available within the authorized Table of Organization (T/O) of the Division/Staff Chief submitting the recommendation. The recommendation must indicate the position that the individual will occupy, if promoted. When a Division/Staff Chief does not have sufficient headroom to accommodate a promotion which he considers critical, he may discuss the recommendation with the Director of Joint Computer Support and the Chairman of the MZ Board to determine whether any other Office position should be blocked in the event that the promotion is approved. Such information must then be included in the promotion recommendation.

b. One Grade Limitation

Promotions are limited to one grade advancements. Exceptions to this policy will be made only when the Director of Personnel determines, upon recommendation of the Director of Joint Computer Support, that an exception is justified.

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c. Schedule of Promotions

The OJCS Career Sub-Group (MZ) does not have a fixed schedule for promotion considerations by grade. Recommendations for promotion may be submitted at any time for any grade.

d. Criteria for Promotion

The promotion of MZ personnel is based on competitive evaluation of their length of service, performance, qualifications, career potential, and value to the Agency.

(1) Time in Grade/Length of Service

The following time in grade periods are provided as general guidelines when MZ personnel, under normal circumstances, will enter the zone of consideration for promotion.

<u>Promotion of</u>	<u>Months in Grade</u>
GS-08 and below	6
GS-09	9
GS-10	12
GS-11	15
GS-12	18
GS-13	24
GS-14, GS-15	30

These guidelines are not intended to prohibit an earlier recommendation for promotion; however, acceleration requires written explanation of the unique circumstances warranting such action. On the other hand, these guidelines are not intended to make promotion automatic at the end of the time period.

(2) Performance

Performance is the single most important factor for determining an employee's eligibility for promotion. Performance is measured against the objectives set forth in an employee's Letter of Instruction and is recorded in his annual Fitness Report by his supervisor. Strong emphasis is placed on an employee's ability to get a job done and turn out a product.

(3) Qualifications

An employee's qualifications are judged against those required for the position and grade currently occupied and those required for the position and grade for which he is being considered. Normally, the qualifications required for a position are contained in a Position Description.

(4) Career Potential and Value to the Agency

MZ personnel in grade GS-07 and below are competitively ranked annually within their Division by their Division Career Panel.

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MZ personnel in grades GS-08 through GS-13 are competitively ranked annually by the MZ Board and personnel in grades GS-14 and GS-15 are competitively ranked annually by the MZ Senior Panel. Employees may refer to Instruction [REDACTED] to determine the criteria for ranking. An employee's standing in the rankings is the primary criteria by which career potential and value to the Career Service and Agency are judged. Historically, employees promoted have been ranked near the top of their grade level.

4. Procedures

a. Promotion of Personnel in Grades GS-07 and Below

Promotion recommendations for personnel in grades GS-07 and below are:

- (1) Initiated by his immediate supervisor.
- (2) Reviewed for recommendation by his Division Career Panel.
- (3) Approved by his Division Chief.
- (4) Forwarded to the OJCS Personnel Officer for administrative review.
- (5) Approved by the Director of Joint Computer Support.
- (6) Forwarded to the Director of Personnel for promotion action.

b. Promotion of Personnel in Grades GS-08 through GS-13

Promotion recommendations for personnel in grades GS-08 through GS-13 are:

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(1) Initiated by his immediate supervisor if the careerist is located in OJCS, or by his parent Division Chief, with or without the recommendation of the Office of current assignment, if the careerist is assigned to another Office.

(2) Reviewed for recommendation by his Division Career Panel.

(3) Approved by his Division Chief.

(4) Forwarded to the OJCS Personnel Officer for administrative review.

(5) Reviewed for recommendation by the MZ Board.

(6) Approved by the Director of Joint Computer Support.

(7) Forwarded to the Director of Personnel for promotion action.

c. Promotion of Personnel in Grade GS-14

Promotion recommendations for personnel in grade GS-14 are:

(1) Initiated by his Division or Staff Chief.

(2) Forwarded to the OJCS Personnel Officer for administrative review.

(3) Reviewed for recommendation by the MZ Senior Panel.

(4) Approved by the Director of Joint Computer Support.

(5) Brought to the attention of the Directorate Senior Personnel Resources Board through an information copy.

(6) Forwarded to the Director of Personnel for promotion action.

d. Promotion of Personnel in Grade GS-15

Promotion recommendations for personnel in grade GS-15 are:

- (1) Initiated by the MZ Senior Panel after reviewing MZ personnel in grade GS-15.
- (2) Forwarded to the OJCS Personnel Officer for administrative review.
- (3) Approved by the Director of Joint Computer Support.
- (4) Forwarded to the Directorate Senior Personnel Resources Board for competitive evaluation with other Offices of the DD/A.
- (5) Forwarded to the DD/A for approval.
- (6) Forwarded to the DCI for approval.
- (7) Forwarded to the Director of Personnel for promotion action.

5. Responsibilities

a. Supervisors

Supervisors at all levels are responsible for evaluating the merit for promotion of MZ personnel under their jurisdiction, whether currently assigned in OJCS or another Office, and making recommendations through the procedures described in Section 4.

b. OJCS Personnel Officer

The OJCS Personnel Officer is responsible for ensuring that recommendations for promotions are complete and that the following items are available for review by the appropriate Career Panel or Board and the Director of Joint Computer Support:

- (1) Recommendation for Promotion.
- (2) Employee's Biographic Profile, Form 1200.
- (3) Employee's most recent Fitness Report.
- (4) Current rankings for grade level of employee.

The OJCS Personnel Officer is also responsible for ensuring the proper completion of the appropriate Request for Personnel Action form, if the recommendation is approved by the Director of Joint Computer Support. The OJCS Personnel Officer acts as the Recording Secretary for the MZ Board and MZ Senior Panel.

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c. Division Career Panels

Each Division Career Panel is responsible for advising its Division Chief regarding the merit of recommendations for promotion and for ensuring that the principle of competitive evaluation is followed within the Division. Each member of a Panel plays the role of employee's advocate in presenting recommendations for promotion of MZ personnel under his jurisdiction, whether currently assigned in OJCS or another Office. Members of a Panel review the documentation included with each recommendation and discuss each recommendation, requesting and presenting facts and opinions concerning: the employee's performance; qualifications; time in grade; value to the Division, the Career Service, and the Agency; potential; and career path. After discussion, the voting members of a Panel are polled by the Chairman and their votes are recorded. Through minutes of its meeting, the Panel recommends approval or disapproval of the recommendation for promotion to its Division Chief based on the vote. The minutes include the vote of each member and, when appropriate, a summary of the discussion which took place.

d. Division Chiefs

Each Division Chief, as a member of the MZ Board, is responsible for ensuring that the principle of competitive evaluation is followed, in his Division in particular, and in OJCS in general.

e. MZ Board

The MZ Board is responsible for advising the Director of Joint Computer Support, as head of the MZ Career Service, regarding recommendations for promotion of MZ personnel in grades GS-08 through GS-13. Each Division Chief plays the role of employee's advocate in presenting recommendations for promotion from his Division to the Board. The members of the Board review the documentation which accompanies promotion recommendations and discuss each recommendation, requesting and presenting facts and opinions concerning: the employee's performance, qualifications, time in grade, value to the Career Service and Agency, potential, and career plan. After discussion, the voting members of the Board are polled by the Chairman and their votes are recorded by the Recording Secretary. Through minutes of its meeting, the Board recommends approval or disapproval of the recommendation for promotion to the Director of Joint Computer Support based on the vote. The minutes include the vote of each member and, when appropriate, a summary of the discussion which took place.

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f. MZ Senior Panel

The MZ Senior Panel is responsible for advising the Director of Joint Computer Support, as head of the MZ Career Service, regarding recommendations for promotion of MZ personnel in grades GS-14 and GS-15. This Panel functions like the MZ Board with the following additions:

(1) This Panel initiates recommendations for promotion of GS-15 employees.

(2) Particular consideration is given to the employee's demonstrated ability or potential to function as a manager at the executive level.

g. Director of Joint Computer Support

The Director of Joint Computer Support, as head of the MZ Career Service, has the final responsibility for:

(1) Ensuring that the principle of competitive evaluation is followed in his Career Sub-Group.

(2) Recommending promotions of MZ personnel to the Director of Personnel or the Directorate Senior Personnel Resources Board.

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HARRY E. FITZWATER

Director of Joint Computer Support

DISTRIBUTION: All OJCS Personnel

RETENTION : Permanent